

IMA Pre-School Program

August 2022 Newsletter

Dear Parents,

Welcome to the NEW Island Montessori Academy (Stratford Montessori EYC and Cornwall Montessori EYC). We are all very busy preparing for another exciting year. Once again, it is time to finalize paperwork for the upcoming September 2022/23 school year for all our programs (Infant, Toddler and CASA). As an EYC, all children currently pay \$25/day with lunches provided by our Culinary Chefs Reese Wood and Shelley Deagle (both graduates of the Culinary Institute of Canada). Menus will be posted on our doors weekly. If your child doesn't like/eat our provided option please send your own alternative and advise the staff. ADL milk will be offered daily at either lunch or snack with water as an alternative. In the infant and toddler programs your child's care provider will contact you directly with what is required for the first day.

Please review the **Parent Handbook** on our website prior to starting the new school year. All handbook modifications will be found in our Covid-19 Operational Plan (eg. "Visitation and Observation of the Classroom" is currently suspended due to covid restrictions). We have our current Operational Plan which is available for viewing on our Website. Please be sure to review – it contains changes to our business operations. We would like to stress that policies will be strictly adhered to as per our "Directive on Licensed Child Care Centres" operational plan. We need to stress that these plans and Handbooks are updated regularly due to Covid policy changes in directives and protocols. As has been the case for the last 2 years, the situation is fluid and we will continue to make any changes transparent.

With the recent business changes to our various programs, IMA will now be operating a little differently. One of the changes is that each program is now run as a separate business. We will now require separate payments for our PROGRAMS. Each Centre has two programs: EYC/Pre-School (Casa, Infant and Toddler) and After School. If your child is in our EYC/Pre-School program (any program that is NOT an afterschool program), please provide an independent cheque. Any child enrolled in our AFTER SCHOOL program will also require an independent cheque. If you have multiple children in the SAME PROGRAM they may be combined into one payment as long as the children's names are clearly indicated. One family with multiple children in different programs will require separate payments.

Another program change is that we follow the PSB storm cancellation - there is no need to check for updates on our website. If schools are closed we are also closed. If there is a 1 hour delay with a further announcement WE are delayed until 9AM. If the further

announcement is a closure, WE are also closed. If the school day proceeds, we will be open at 9AM (this will give staff an opportunity to arrive at work and shovel/salt as required for safety).

Sharon Devos is responsible for administration at our Stratford Campus. That office number is (902) 628-8182. Please call if you have any questions or concerns. Tarahlyn McKinnon is responsible for administration at our Cornwall Campus. That number is (902) 368-8182. Please call your campus if you have any questions or concerns. A mailbox is available at each centre for payments. Please be sure to include your child's name and program with any paperwork you may deposit in the mailbox. When paying by cash, please email your campus so immediate pick up arrangements can be made. A locked black mailbox will be available at each campus for payment drop-off. This will be labeled "internal mail" so you can easily identify "which" box is secure.

All deposit cheques have been applied to your accounts. This deposit will be credited towards your LAST tuition installment payment. Deposits will be applied after 6 months of enrollment in our programs. Withdrawal from our programs requires one month's written notice to the office administration.

ALL ITEMS BELONGING TO STUDENTS MUST BE CLEARLY LABELED WITH THEIR COMPLETE NAME (As a convenience, non-iron labels will be available for purchase at each centre for \$3.00/sheet of 18 labels.)

September Cubby Extras: Please provide at least one LABELED complete change of clothes, extra shirts (as we will not be using aprons at this time) a package of **flushable** wipes, sunscreen (if you require your child to use), indoor shoes (white soled, non scuff and easy for the child to manipulate) and sun hat; all these items are stored in their individual cubbies to use as needed. Each child will also bring their IMA tote daily. Infant/Toddlers will also need a spill proof cup, extra clothing for toilet training and a supply of diapers and wipes as needed.

All Pre School Programs start Thursday, September 1, 2022. Monday to Friday. Each centre is open at 7:30 am to 5:30 pm. We will be requesting drop off and pick up times so we are able to schedule staff hours with our new full day program model. Please make note of any allergies that may be associated with your centre. Our daily menu is posted on the door at each centre; if your child will not participate in our lunch/snack program please send a home supplied alternative. Both centres are Peanut and Nut Free, and we require all families to please read food labels to ensure that any items sent with your child adhere to these restrictions. Each child in our centre must have an IMA tote bag (space is limited in our cubby area and anything that fits in the bag is permitted at the centre). This bag will follow the child through all our programs. Also required is a yearly calendar for communication purposes. Please provide a clean water bottle daily.

Please note that the Fall Conference on November 3 and November 4, 2022 and the Spring Conference in May (1 day tba) are IMA Staff Professional Development days that are required attendance by all certified staff. The centre is closed these days.

Pre-School Programs- Cornwall - 902-394-4142 and Stratford - 902-628-8182

Casa Programs (ages 3 & 4) Children must wear at least one piece of the IMA uniform while attending our centres. Please note and discuss our uniform policy with your child before classes start. Let the children know that they will be afforded choice with regards to shirts under jumpers, socks, shoes, etc. The uniform provides all children equality and a shared sense of community. Please help us by getting your child excited about their “special” school clothes, and by providing them each day.

Infant Program (ages 12 to 22 months) Parents must supply diapers, wipes, any special dietary food restrictions, changes of clothes, blanket and pillow if used.

Toddler Program (ages 22 to 36 months) Parents must supply: diapers, wipes, any special dietary food restrictions, changes of clothes and blanket. When toilet training begins, we require many underwear and changes of clothes.

Note: Please complete (each year) the **IMA Casa and Infant/Toddler Program and Policy Guideline Form**, **EYC Yearly Family Information** and **Emergency Medical Form** for the above programs. Other forms are available such as **Epipen and Medication/Prescription Permission Forms** as required.

Please feel free to contact us via email or phone for any questions or concerns. This is a challenging time, with many changes. Thank you to everyone for remembering to be kind, patient and understanding during these new transitions. We are working hard to ensure a safe, enjoyable start to the new school year!

Welcome to our Montessori family!! It's going to be a great year!

Our 2022/23 Fee Schedule for all IMA Programs

Pre-K subsidy starts and finishes with the Public School Board (PSB) - year start September 1 end date June 30. Summer camps will be posted for ages 5-10 in the late spring. Please see the following Fee Schedule to calculate your monthly cheque payments. Please make cheques payable to your respective campus - EITHER Stratford Montessori EYC **OR** Cornwall Montessori EYC dated for the first of each month.

ALL EYC Programs Start Thursday September 1, 2022

All EYC Programs

\$25/day

Pre-K \$11/day

(Pre-K children birth year 2018 receive a subsidy)

2022

September (22 days)

Monthly fee

\$550.00

PRE-K Monthly fee

\$222.00

Plus \$100 Supply fee per child per year

Thank you once again.....Let's have a great year!

Summary of First Week Requirements:

Please note, new forms are required every year. (available on our website)

1. **September cheque**, (or cash will be expected one the first day of each) please include your child's name on each cheque. Families with multiple children attending IMA can write one cheque per month to cover above Programs. Cash is also accepted, if you choose this method, please have dropped off on or before the first of the month. Please send an email to Sharon@PEIslandmontessori.com that a cash envelope with child full name has been deposited into the in house mail box and we will make sure to pick up and then provide an email receipt. Staff will not be able to provide change or receipts.
2. **Yearly Family Information Form**, Pre school and After school programs have separate forms one per family household but please list each child. If changes occur through the year please let the staff know so we can keep all information current. Please be sure to complete the **Recipient of Child Care Receipts** section.

3. Please note that each **child** is required to pay a **\$100 application/supply fee at the start of each school year (September)**.
4. **IMA Casa and Infant/Toddler Program and Policy Guidelines**, per family household for children enrolled in these programs.
5. **Emergency Medical Form** for each child, per family household.
6. **IMA After School Program and Policy Guidelines**, per family household for children enrolled in these programs.
7. Cubby Extras - be sure to label all your child's possessions with their name. Water bottles sent daily (no hot beverages). Please review your centre food restrictions based on allergies.

Forms we require for each child are available on our website www.PEIslandmontessori.com in the IMA September 2022

Forms Section. These newly completed forms are required for all new and returning children each new school year, and need to be provided by each family household for your child's 2022/23 school year file.

*** We look forward to seeing all of you! ***

Thank you for choosing IMA

IMA After School Program

August 2022 Newsletter

Dear IMA After School Families,

Welcome back everyone! We hope your summer was wonderful and relaxing. Our start date is Wednesday, September 7, 2022. We are all busy preparing for another exciting school year. As we are sure you have noticed, building plans are far from finished - we have experienced many delays but are confident the end result will be worth all the stress. Our After School program will look a little different for the next few months. The Department of Education has arranged for our After School Program to be housed between Glen Stewart Primary and Stratford Elementary schools across the street from us. We are waiting to confirm with the schools which rooms and what protocols will be in place for us all. We appreciate your ongoing patience as we do not have a lot of answers yet but we will get the information out as soon as we can (we are waiting to speak with the Principals). We have some new staff coming on board for the AS program this year, and 2 familiar faces also. We will send out an email once all details have been coordinated with the PSB.

Please review the **Parent Handbook** on our website prior to starting the new school year. All handbook modifications will be found in our Covid-19 Operational Plan (eg. "Visitation and Observation of the Classroom" is currently suspended due to covid restrictions). We have our current Operational Plan which is available for viewing on our Website. Please be sure to review – it contains changes to our business operations. We would like to stress that policies will be strictly adhered to as per our "Directive on Licensed Child Care Centres" operational plan. We need to stress that these plans and Handbooks are updated regularly due to Covid policy changes in directives and protocols. As has been the case for the last 2 years, the situation is fluid and we will continue to make any changes transparent.

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Cornwall Campus

All your \$170 deposits have been applied to your child's accounts. September to May monthly fees will be \$340 each month and June will be \$170.

Stratford Campus

We have yet to collect the \$170.00 deposit for your child's account. IMA will need to collect this fee in September with your September monthly fee of \$340 per month. Stratford After school fees for September will be \$510 for each child, October to May will be \$340 each month and June will be \$170.

Withdrawal from our programs requires one month's written notice to the campus administration.

A/S Programs run Monday to Friday from 2:30 to 6:00 pm daily.

Our bi-weekly snack menu is posted with the sign out sheet. If your child will not participate in our snack program please send a home supplied alternative. All our schools are Peanut and Nut Free, and we require all families to please read food labels to ensure that any items sent with your child adhere to these restrictions.

Note: Please sign and/or complete the **IMA After School Program and Policy Guideline Form, After School Yearly Family Information and Emergency Medical Form.** Other forms are available such as **Epipen and Medication/Prescription Permission Forms** as required.

After School Programs: Cornwall - 902-394-4142 Stratford - 902-628-8182

Please phone your centre directly if your child will be absent. Please call prior to 2:00 pm: Do not leave messages on the phone or e-mail as these messages may not be collected in time. We ask that you please talk to a staff member. This procedure is of utmost importance as we will have limited interaction with schools due to Covid-19 directives.

Our PD day Programs are available at Cornwall and Stratford (30 spaces) 7:30am to 5:30pm at a cost of \$35 each day. These limits are based on our licensing capacity and staff availability at each centre. Each centre will provide a list of available PD days for sign up. Please feel free to contact us in September via email or phone for any questions or concerns. This is a challenging time, with many changes. Thank you to everyone for remembering to be kind, patient and understanding during these new transitions. We are working very hard to ensure a safe, enjoyable start to the new school year.

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Summary of First Week Requirements:

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1. **Post-dated cheques are preferred.** If paying Cash it is required prior to or on the first day of each month. Please include your child's name on each cheque. Families with multiple children attending the same program at IMA can write one cheque per month. Staff will not be able to provide change or receipts.
2. **AS Yearly Family Information Form**, one per family household but please list each child. If changes occur through the year please let the staff know so we can keep all information current. Please be sure to complete the **Recipient of Child Care Receipts** section.
3. **IMA After School Program and Policy Guidelines**, per family household for children enrolled in these programs.
4. **Emergency Medical Form** for each child, per family household.

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